

## **REQUEST FOR BIDS**

### **Air Monitoring Site Contractor – Herculaneum Main St. Monitoring Site**

#### **Scope of Work**

##### **Definition**

This contract involves performance of semi-technical and technical duties in the operation of two lead air samplers. The data from the air samplers may be used to determine whether an area meets air quality standards or whether the public is being exposed to unhealthy conditions, to identify air pollution trends, and for court cases.

Duties include checking operation of the samplers, changing air filters at specified intervals, minor programming of the samplers, documenting relevant information, and promptly shipping exposed filters to the Environmental Services Program. Work is performed independently on a pre-established schedule and is subject to review by staff from the Air Quality Monitoring Section. If performance is satisfactory, the annual contract may be renewed.

##### **Duties To Be Performed**

- A. Install air filters in two lead samplers that are operated on an every other day run schedule. Filters must be installed in between the run days. This requires weekend work at times.
- B. Send the filters back to the Environmental Services Program as soon as they are collected. If absent, arrange for a backup individual to install filters and modules.
- C. Submit invoices in a timely manner.
- D. Make emergency trips to the samplers if necessary.
- E. Notify staff in the Environmental Services Program of any problems.

##### **Required Skills and Abilities**

Ability to understand and carry out oral and written instructions.  
Ability to climb ladders and work 5-10 feet above ground.  
Ability to manipulate keypad, filter holders, and small items.  
Ability to keep accurate records.

##### **Special Requirements**

The contractor must sign a contract with the Missouri Department of Natural Resources Environmental Services Program. The contract specifies duties, payment rates and the circumstances in which the contract may be terminated for poor performance. The contract is for the current fiscal year with the option for renewal for three fiscal years.

**Location of Samplers**

The two lead samplers are located on the parking lot by City Hall in Herculaneum, Missouri.

**Reimbursement Rates**

Reimbursement rates for FYO4 (which is through June 30, 2004) are \$13.50 per valid lead filter collected. If performance is satisfactory, the reimbursement rate for a valid filter will increase an additional .50 each fiscal year (July 1 through June 30). The agency has the sole authority to determine whether performance is satisfactory.

**How to Submit a Bid**

Submit a resume or description of qualifying experience to the Missouri Department of Natural Resources, Environmental Services Program, P.O. Box 176, Jefferson City, MO 65102. Bidders must also state whether the reimbursement rate outlined in this request for bids is satisfactory. Bids must be submitted in writing.

**Bid Deadline**

The deadline for receiving written bids is March 24, 2004.

**Bid Evaluation**

Applications will be evaluated 100 percent based on experience.

**For More Information**

For more information, contact Celeste Koon at 573-526-3363 or send an email to [nrkoonc@dnr.mo.gov](mailto:nrkoonc@dnr.mo.gov).